

ARIZONA DIVISION OF EMERGENCY MANAGEMENT FINAL INSPECTION REPORT CHECKLIST/NARRATIVE FORM

APPLICANT NAME: _____ PCA NUMBER: _____

PW NUMBER: _____ STATE INSPECTOR: _____

DIRECTIONS: Complete one checklist / narrative for **EACH COMPLETED** project worksheet.

At Project Site with Applicant Agent or Designee State Inspector will:

1. Determine if scope of work has been met, if it has been exceeded or if it has not been met.

Comments: _____

2. Determine if environmental issues and special considerations have been met. (permits obtained)

Comments: _____

Documentation Reviewed & Verified by State Inspector with Applicant Agent or Designee

3. Force Account Labor:

- | | |
|--|----------------|
| a. Does the applicant have Published Labor Standards? | YES / NO / N/A |
| b. Does the applicant have Time Cards on file? | YES / NO / N/A |
| c. Does their documentation include Payroll (with benefits)? | YES / NO / N/A |

4. Force Account Equipment:

- | | |
|--|------------------|
| a. How does the applicant track equipment use/time?
(equipment use log, daily site log or employee time card) | _____ |
| b. Equipment description and model number documented? | YES / NO / N/A |
| c. What equipment rates were used (applicant or FEMA)? | Applicant / FEMA |
| d. Fuel Costs? (if applicable) | YES / NO / N/A |

5. Force Account Equipment: Are the following items documented and on file?

- | a. Stock Material | | b. Purchased Material | |
|---------------------|----------------|-----------------------|----------------|
| Inventory Amount | YES / NO / N/A | Description | YES / NO / N/A |
| Cost Basis | YES / NO / N/A | Quantity | YES / NO / N/A |
| Replacement Invoice | YES / NO / N/A | Cost | YES / NO / N/A |
| | | Invoice | YES / NO / N/A |

6. Rental Equipment

- | | |
|---|----------|
| a. Does the rental agreement include an operator? | YES / NO |
| b. Does the applicant have a Use Summary Log? | YES / NO |
| c. Has the rental invoice been paid? | YES / NO |

7. Contracts (obtained & executed in accordance with State procurement procedures)

- | | | | |
|------------------------|----------------|--------------------------|----------------|
| a. Request for bid | YES / NO / N/A | e. Change orders | YES / NO / N/A |
| b. Bid documents | YES / NO / N/A | f. Inspector's daily log | YES / NO / N/A |
| c. Engineer's estimate | YES / NO / N/A | g. Invoice | YES / NO / N/A |
| d. Contract | YES / NO / N/A | | |

Additional Comments: _____

DATE: _____